



## **TERMS OF REFERENCE**

### **Two Experts for Preparation of one Manual and one Brochure for Positive Parenthood and Positive Discipline**

#### **Duration of Assignment:**

2 experts \* 6 working days over the period of half month (preferred start on 14<sup>th</sup> of July 2018);

#### **Purpose of the consultancy:**

The purpose of this activity is to prepare one Manual and one Brochure for Positive Parenthood and Positive Discipline. The Manual should be approximately 20 pages (A4 page). The Brochure should be approximately 5 pages (A4 page).

#### **About Manual:**

The purpose of the Manual: The manual should be designed for adults who care for children and work with children. The manual is for all parents/guardians, carers, but also for all who are interested to become more familiar about parenting. At the same time, the manual should be available for the professionals who work with children and give support to parents, such as the employees in the pre-school institutions, pedagogues, psychologists, special educators and teachers from schools, social workers, health workers and all those in charge of support for families.

The content of the manual should be adapted for parents/guardians/carers of children of all ages.

The Manual should be consisted of practical advice and tips for positive parenting; techniques that work well for every child – encouraging better behaviour. The manuals should strengthening practical parenting skills that they will use throughout their child raising years. The focus should be on Positive Discipline -understanding and responding effectively when children get it wrong. Positive Discipline is: helping children develop self-control over time; communicating clearly; respecting children and earning their respect; teaching children how to make good decisions; building children's skills and confidence; teaching children respect for other people's feelings.

**About the Brochure:** The Brochure should be consisted of brief and clear information about the positive parenting and positive discipline.

The Manual and the Brochure will be delivered to the parents who will participate at trainings for positive parenthood.

**Proposed venue:** Skopje

**Dates of assignment:** from 14.07.2018 to 31.07.2018

### **Experts requirements:**

- One Manual for positive parenting in Macedonian language
- One Brochure for positive parenting in Macedonian language

The proposed fee is to include a breakdown of all the other incurred costs (preparation; workshops and meetings with the schools and project team of Megjashi; lead and support the preparation process of Actions plans and report writing) through an Offer for services.

The incurred taxes will be deducted from the total gross amount, as per the governing laws. Personal documents will be required from the selected candidate in order to complete the Contract and payment.

The language of delivering the materials is Macedonian. The Final report should be delivered in English.

### **The experts will be responsible for:**

- Preparation of Manual for positive parenting and positive discipline
- Preparation of Brochure for positive parenting and positive discipline
- During the process of preparation of Manual and Brochure, the experts will constantly communicate with the project team in Megjashi. At the end of the process, the experts should submit them to final confirmation from the project team.
- Deliver documents and other deliverables on a timely manner
- After the completion of the assignment should provide a Final report about the engagement in English.

### **Key deliverables**

- One Manual for positive parenting and positive discipline
- One Brochure for positive parenting and positive discipline

### **Duration and timeframe**

The contract of the assignment should be for 2 experts for 6 working days per expert within the timeframe of half month, preferable throughout the period starting from 14.07.2018.

### **Qualifications and competences of experts**

- Advanced degree in psychology, pedagogy, social sciences or related discipline
- A minimum of three (3) years' experience in preparation of manuals with special focus on manuals for positive parenting; manuals for children and their rights
- Excellent analytical, oral and written communication skills in Macedonian.

- Strong facilitation skills and ability to lead a plenary and document simultaneous
- Strong interpersonal skills and the ability to communicate and work well with diverse people.

### **Application procedure**

Applications must be sent in English and entail the following:

- Expression of Interest and availability;
- CV should be presented;
- Two references from similar assignments
- Expected remuneration, in the form of gross fee per day

Expression of Interest clearly marked “Expression of Interest for Expert for Preparation of one Manual and one Brochure for Positive Parenthood and Positive Discipline” can be submitted electronically at the following email: [freelegalservice@childrensembassy.org.mk](mailto:freelegalservice@childrensembassy.org.mk) . The expression of interest should be received no later than 12.07.2018 (23:59)